

USA Ultimate Instructions
How to Register for an Event and Create an Event Roster
Revised 2013-11-14

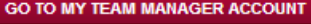
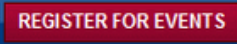


To register a team for an event and create an associated event roster, complete the following steps (in order to do so, you must first be a listed manager for the team.):

1. Login here: <http://play.usultimate.org/members/login/>

My Team Manager Account

Create or manage a team and/or roster your team for an upcoming event.

2. From the team manager page (), select the appropriate team and then click  on the next page

3. Use the state drop-down filter to help find the event for which you are registering in the list of upcoming events



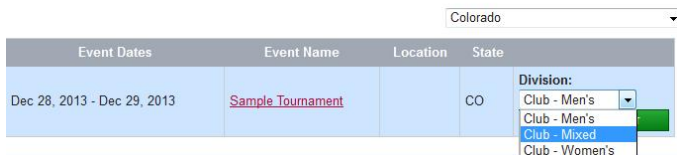
4. Select the appropriate division for your team (i.e. Club-Mixed) and click

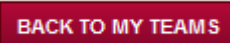





Team USA Ultimate

Boulder, Colorado
Competition Level:
Gender Division: Mixed
Website: usultimate.org
Facebook: <https://www.facebook.com/usultimate>
Twitter: [@USAUltimate](https://twitter.com/USAUltimate)
Team Logo: 



5. You will be listed as registered and now need to create your event roster by clicking  at the top of the page

6. Then click the  icon next to that tournament



ADD/REMOVE PLAYER

7. Click the button and you will be able to move confirmed players on your team over to the event roster. You can also adjust jersey # and position (optional). Error messages will alert you if for any reason a player cannot be added to a roster.

Team Roster:

- 300271 - Matthew Bourland (M)
- 300320 - Melanie Byrd (M)
- 300354 - Julia Lee (F)
- 300406 - David Raffo (M)
- 300408 - Byron Hicks (M)
- 300213 - Baker Pratt (M)
- 300180 - Anna Schott (F)
- 300401 - Stacey Waldrup (F)

Event Roster:

MOVE SELECTED >>

<< MOVE SELECTED

#	USAU ID#	Name	Jersey #	Position
1	300271	Matthew Bourland	01	Handler
2	300354	Julia Lee	07	Deep
3	300406	David Raffo	25	Defense (cutter)
4	300408	Byron Hicks	04	Defense (Handler)
5	300213	Baker Pratt	31	Handler
6	300180	Anna Schott	06	Mid
7	300401	Stacey Waldrup	17	Handler
8	300179	Will Deaver	14	Handler
9	300222	Michael Lovinguth	10	Defense (cutter)
10	300317	Ryan Gorman	81	Mid

SAVE ROSTER & DETAILS

8. Click “Save” and then “Save Roster and Details”; repeat #7 for Chaperones and Coaches as applicable
- Chaperones need to be on the event roster before you can add any players who are under 18
 - Players, coaches and chaperones that do not meet the event requirements cannot be added to the event roster.
8. If you have any issues or questions, contact USA Ultimate HQ at info@hq.usultimate.org or 303-447-3472.